

Webb City Farmers' Market Operating Regulations

2/26/08

Market Managers – Eileen Nichols 673-5866, Marilyn Thornberry 781-3500, Paul Jackson 673-3000

1. **Fees** – The market offers three fee structures. Vendors may choose among:
 - a) **Season & daily fee** – The vendor pays a \$50 season fee with application submission, plus 2% of sales on each market day the vendor sells at the market. A vendor requiring only a card table space pays a \$25 season fee with application submission, plus 2% of sales on each market day the vendor sells at the market.
 - b) **Saturday only season & daily fee** - A vendor selling on Saturdays only pays a \$10 season fee, plus 2% of sales on each market Saturday the vendor sells at the market.
 - c) **Daily fee only** – The vendor pays no season fee, but the daily rate is 5% of sales on each market day the vendor sells, with an minimum of \$5 per day for a full space and \$2.50 per day for a card table space. Once a vendor's total sales exceed \$2,000, the market will, at the request of the vendor, change the vendor to the lower rate of 2%. It is the responsibility of the vendor to alert the market to this transition and no fees will be rebated should the vendor fail to give such notice.
2. **Days & time** – Tuesday and Friday - 11 a.m. to 3 p.m. and Saturdays - 9 a.m. to noon, on May 10 and in June and July.
3. **Season** – April 25 through October
4. All vendors must have an **on-site inspection** made by a market representative prior to selling at the market. A second on-site inspection will be made to all regular produce vendors mid-season.
5. **Product mix** – fresh fruit, vegetables, cut and dried flowers, plants, value added products, honey, meats, and eggs produced by the vendor. Baked goods, other than the annual bake sale benefiting Crosslines, shall be sold by persons involved in the baking. All value added products are allowed at market managers' discretion. Handcrafted items are allowed at the market managers' discretion and may be juried prior to acceptance.
6. All products and produce **must be made or grown by the vendor** – absolutely no re-selling of any item shall be permitted with the exception of individually approved non-profit sales (for example, girl scout cookies). All products and produce must comply with state and county regulations.
7. Any **complaints** by a vendor alleging reselling by another vendor shall be submitted to a market manager in writing and signed by the complainant. The name of the complainant shall be kept confidential. The market managers may, at their discretion, require a good faith fee with the complaint, which shall be refunded if the complaint proves valid.
8. Produce must be grown within **70 miles** of Webb City. The market manager may make exceptions to the distance limitations in the case of specialty items.
9. Vendors may participate in the market only after **approval** of their application by the market managers.

10. **Stall size and location** assignments shall be made by the market managers. Due to space constraints, **the market cannot guarantee a minimum size space** but will try to accommodate vendors according to the market priority policy. (Copies of all market policies is available upon request)
11. All **scales** must meet state regulations.
12. Each vendor should set his own **prices**. Prices should be set in keeping with customer satisfaction and consideration of other market vendors. All prices shall be clearly posted. Dumping is not allowed. Vendors are urged to sell at a fair market price. Vendors should not engage in bargaining, but may discount for quantity or culls.
13. Each vendor shall maintain a **clean and healthful** condition within his/her area and leave that area free of debris prior to quitting each market day. Each vendor shall remove his/her own garbage and shall not use the park's trashcans for disposal of such garbage. All products should be priced and displayed in attractive manner. Vendors should not bring pets to the market or smoke under the pavilion. Vendors shall maintain themselves in a clean, attractive, and modest manner.
14. All vendors, except those selling less than 5 times during the season and non-profits, must have a Missouri **sales tax** number. The appropriate state and city sales tax must be collected unless the seller has a state sales tax exemption certificate.
15. Vendors must at all times conduct themselves in a **pleasant and courteous** manner. Controversial topics shall not be discussed or displayed by vendors at the market.
16. Vendors shall not **drive or park vehicles** or trailers on the grass without prior approval from the market manager.
17. Use of **electricity** must be pre-approved by the market manager.
18. **Each vendor must have grown the products that he/she is selling** or may have a regularly employed agent sell products grown by said vendor. The employee should be involved in the production and harvesting of the produce being sold and knowledgeable about the produce. The market requires that, for a majority of the time, the booth be staffed by a principal in the business. Vendors may not sell products purchased from wholesale or retail sources or products from other growers. Violation of this rule may result in the vendor being prohibited from selling at the Farmers' Market.

2008 Webb City Farmers' Market Application Form

Market Managers:

Eileen Nichols *
One South Main
Webb City, Missouri 64870
417 673-5866 (cell 483-8139)

Paul Jackson
1424 Mineral
Webb City, Missouri 64870
417 673-3000 (cell 438-6160)

Marilyn Thornberry
2105 South Hall
Webb City, Missouri 64870
417 781-3500 (cell 621-8361)

I have reviewed the 2008 Farmers' Operating Regulations and agree to abide by the regulations.
In particular, I agree that I will sell no product that I have not grown or made myself.
I understand that space size and location are determined at each market by the market manager.

Date

Signature

Please register me as follows:

Name _____

Business Name _____

Address _____

Telephone _____ e-mail address _____

Cell phone _____

Anticipated Set Up Days & Dates:

_____ April _____	_____ July _____
_____ May _____	_____ August _____
_____ Tuesdays _____ Saturdays _____	_____ June _____
_____ Fridays _____	_____ Sept. _____
	_____ July _____
	_____ Oct. _____

Card table space _____ Full space _____ (space is assigned as available and may be less than requested)

Type of Produce/Products (value added like baked goods & jams must be individually listed & approved)

Please write driving directions to your garden or farm on the reverse if you are a new applicant.

_____ \$50.00 season fee attached
(if not checked and attached, you will pay the daily rate of 5% with applicable minimums)

_____ Health Department certificate attached (for vendors selling value added foods)

Tax ID# _____

*Please return completed application, with any applicable fee and/or certificate, to Eileen Nichols.